

Worksheet To Get Started In Developing Your Federal Resume

Mandatory Info

- * Your Name
- *Street address
- *City – State – Zip Code
- *Phone Number (H) or (W)
- *Email address
- *Social Security No. _____
- *Citizenship: _____
- *Military Preference: None 5 points 10 points (DD 214 included—Yes No)
- *Federal Status: _____
- *Official job title (per OPM) -Series Number-Grade
- *Date of Birth (For youth application positions)

Work Experience

- *Organization
- *Street Address
- *City-State Year Started in this position
- *City State Zip Code
- * ____ Hours Per Week
- *Beginning Salary \$____
- *Ending Salary \$____
- *Name of Supervisor His/Her Office Phone No
- *Supervisor May* Be Contacted *If you don't want them to be contacted, explain in cover letter
- *Give a summary of the work you did using action verbs, tell a story.
- *Show the number of hours or % of hours per task

Volunteer Experience

(Same format as work experience)

Education

You can either name the school first, or name the degree first.

All degrees should be spelled out, such as “Master of Business Administration,” not MBA. Unless you want to emphasize what the degree is about, you don’t need to spell out the discipline of the degree.

List your undergraduate degree. Same comments as noted above apply here. List name, city, state, zip , majors and type and year of any degrees received. If no degree, list total number of credit hours earned and indicate whether semester or quarter hours.

List any community college or associate degrees here.

List your high school. Start with diploma, then name of high school, location (city and state), zip code(if known) and year graduated.

Awards

List your awards and give a one line explanation what the award was about. If there are more than one page of awards, list the awards as the last page to the resume. Add dates.

Certifications

List any “certifications.” These are certifications that are only granted to those who complete a course of instruction, pass an exam or some other unique factor that give you a skill or ability that others do not have because they have not completed the certification process.

Publications

If you have anything published, work related or not work related, you can list your publication in this part of the resume.

Presentations

List major presentations you have made. Presentations may be as member of your community, school, club, or as a member of an organization.

References

List three people that will speak well of your character and emphasize your strengths. This can be neighbors, 4-H leaders, teachers, music instructors, and coaches.